

# Tablet Loan Guidelines

## Tamarack District Library

- Only current Lakeland Library Cooperative cardholders in good standing may borrow a Tablet.  
“Current” is defined as having a library card for a minimum of 60 days.  
“Good standing” is defined as a library card account having NO fines and fees on personal or cosigned cards.
- The cardholder must be 18 years of age or older to check out a Tablet.
- The cardholder must present his/her actual library card in order to check out a Tablet.
- In addition, a photo ID will be required. The ID can be a Driver’s License, State ID, Military ID, Student ID and/or Passport which contains the cardholder’s name and an identifiable photo.
- The Tablet Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen or damaged equipment.
- Once an iPad or Tablet is checked out onto a cardholder’s library record, it becomes the sole responsibility of that cardholder per the Borrowing Agreement.
- Tablet loan periods are for up to 21 calendar days and are not renewable. Overdue fees will be charged for iPads or Tablets not returned by their due date in the amount of \$10.00 per day. Maximum fine is \$100.00.
- Tablets must be returned by the borrower to library staff at the Check Out desk of the Tamarack District Library no later than 15 minutes before the library closes. The cardholder must remain at the Check Out desk until all equipment has been checked to make sure that all pieces are accounted for, checked in and cleared from the cardholder’s card, and the Borrowing Agreement is signed and dated signifying a proper return.
- Tablets may not be placed in the drive up book returns at the Tamarack District Library and may not be returned at any other Lakeland Library. A fee of \$25.00, in addition to any other accumulated fees or fines, will be charged for this type of return.
- An overdue notice will be sent when a Tablet is 2 days past its due date; a second overdue notice will be sent 5 days past due date and a BILL STATEMENT will be sent 7 days past the due date. If a Tablet is not returned within 3 days from the date of the BILL STATEMENT, the borrower will be held responsible for all applicable replacement costs and processing fees, up to \$1,000 for the Tablet and/or accessories if lost, stolen or damaged while checked out. The library will not accept replacement Tablets, or accessories purchased by the customer.
- Be careful with the Tablet. Keep it safe from water and other liquids and take care not to drop it. Avoid exposing the Tablet to extreme temperatures such as leaving it in your car in winter or in the summer’s heat.

- The Tablets have touch screens. Only your fingertip or a special tablet stylus with a soft end should be used on the screen. Library Tablets have a protective film on the screen but using other instruments may damage the screen or the protective film.
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a tablet or its accessories.

#### CONTENT:

- Library staff will load content onto the device.
- United States Copyright Law (Title 17 U.S. Code) prohibits the unauthorized reproductions or distribution of copyrighted materials, except as permitted by the principle of “fair use.” This includes most digital information resources.
- Content will be returned to the library’s default content choices at the end of each checkout. Any content added by the cardholder during their checkout period will be removed from the device. “Content” includes, but may not be limited to, applications (“apps”); downloaded material, such as music, audiobooks or e-books; photos, video recordings, website shortcuts, and text files.
- The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of Borrowing Agreement and guidelines.



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